

U.S. DISTRICT COURT FOR THE WESTERN DISTRICT OF PENNSYLVANIA
ALTERNATIVE DISPUTE RESOLUTION (ADR) COORDINATOR

Salary: CL 27 (\$25,000/per year)

MINIMUM QUALIFICATIONS

THE POSITION

An ADR Coordinator performs duties and responsibilities such as determining appropriate processing track for civil cases in ADR; monitors ADR System; provides some technical user support; chairs and coordinates ADR meetings; generates monthly statistical reports; performs formal and informal training seminars; prepare comprehensive case management ADR plan.

The ADR Coordinator position is located in the District Court Clerk's office and reports to the Chief Judge.

To qualify for this position the individual must possess the knowledge of case processing, and caseload management as well as the Federal Rules of Civil Procedure. Ability to facilitate seminars and workshops regarding the concepts and procedures of ADR. Skill in using applicable automated systems preferred. Demonstrative skills in Alternative Dispute Resolution. Juris Doctor (JD) preferred.

This position is funded for one year from date of hire at 20 hours per week.

HOW TO APPLY

Applicants must submit a cover letter and 4 current resumes to:

Personnel Supervisor
United States District Court
P.O. Box 1805
Pittsburgh, PA 15230

Location of position: Pittsburgh

APPLICATION DEADLINE

Resumes must be received by 3:00 p.m. on Friday, April 15, 2005. No faxes or e-mails will be accepted.

The Court will only communicate with those individuals who will be interviewed for the position. If you are not notified, another candidate within the recruitment process with more experience or higher qualifications was selected.

EMPLOYMENT BENEFITS

- 10 paid federal holidays
- Annual and sick leave
- Optional medical coverage
- Optional life insurance
- Long-term disability options
- Retirement program
- Thrift Savings Plan

OTHER INFORMATION

Successful applicants selected for interview will be required to undergo a criminal background check. **The selected applicant must satisfactorily complete a probationary period and will be an at will employee both during and after the probationary period.** This position is subject to mandatory electronic fund transfer (EFT) participation for payment of net pay.

**The Court is an
Equal Opportunity Employer**

**ANNOUNCEMENT #: 05-01
DATE POSTED: April 1, 2005**

THE COURT

The United States District Court for the Western District of Pennsylvania covers a twenty-five county area and maintains offices in Pittsburgh, Erie, and Johnstown Pennsylvania.

The Court is composed of ten active district judges, and at the present time, four senior judges, five full-time magistrate judges and one part-time magistrate judge.

The Clerk's Office has a compliment of sixty-one positions and our staff has a reputation for timely and courteous service to litigants and the public.



United States District Court
Western District of Pennsylvania
Seventh Avenue and Grant Street
Pittsburgh, Pennsylvania 15219

POSITION

VACANCY

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**DISPUTE
RESOLUTION (ADR)
COORDINATOR**

